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MEMORANDUM

December 9, 2010

TO: Board of Finance

From: Barbara L. Grimes

RE: Reorganization – Separation of Power Supply and Generation

Currently the Manager of Power Supply (John Irving) oversees the operation of the McNeil Generating Plant and oversees the Power Supply Division that has the Director of Power Supply (Ken Nolan) as a direct report. At the same time, the Director now reports directly to the General Manager (Barbara Grimes) on duties that have evolved over time and are part of the revised job description.

There would normally be firewalls between three functions (transmission, generation, and market interactions). While we are exempted from the FERC requirements as a small municipal, BED's structure at the moment (Ken Nolan reporting to John Irving but having responsibility for transmission and market interactions – so essentially John oversees all three functions) looks strange to other Vermont and New England utilities, and has created problems. The main reason the Independent System Operator (ISO New England) was created by the FERC was to exclude Generators from influencing the cost of power. VELCO has had to make some special arrangements in the past to acknowledge Ken's ability to affect generation bids and on occasion has asked him to leave meetings. This is unacceptable and can't continue.

A structure that puts generation on its own, and moves the transmission/market interaction function under its own upper management position looks more like what other utilities are doing. That would align us much better with other Vermont Distribution Utilities (CVPS, GMP, Vermont Electric Coop and VPPSA) and with where FERC is headed.

The end result would look similar to CVPS, GMP, Vermont Electric Coop, and VPPSA where power procurement and transmission policy are under one person, but generation is under someone else.

Further as BED continues to add generation, it becomes critical that John Irving's position be available to focus and manage these new projects.

City of Burlington Job Description

Position Title: Manager of Power Resources

Department: Burlington Electric Department

Reports to: General Manager

Pay Grade: 9.5

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: The Manager of Power Resources provides leadership, direction, and oversight of power supply and resource planning employees, contractors and related functions. This position is responsible for the following functions: integrated resource planning, long and short term energy purchases and sales; contract negotiation; portfolio management; power supply acquisition; power accounting and billing verification; load forecasting; transmission access, pricing and cost allocation; energy efficiency reporting; rate development; and supervision of professional support staff.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Manage the power procurement, resource planning, rate design, load forecasting, and efficiency reporting areas in accordance with current Public Service Board ("PSB") mandates, other State and Federal requirements and City Charter provisions.
- Directly supervise and evaluate staff within the power procurement, resource planning, rate design, load forecasting, and efficiency reporting areas to ensure that their specific duties and responsibilities are being fulfilled in a prudent and professional manner.
- Develop and implement BED's short and long-term energy strategy. Ensure the strategy complies with regulatory requirements including least cost integrated planning.
- Incorporate and balance power supply impacts, environmental impact and quality of service within energy strategy.
- Plan, schedule and facilitate a variety of work to effectively and efficiently coordinate implementation of the strategy within the Resource Planning area, BED, with customers, the City, the Vermont Public Service Board, and other stake holders.
- Manage cross-functional strategic initiatives as assigned.
- Communicate with employees in an effective, timely manner.
- Develop and foster an environment that encourages cooperation among employees involved in different functions within BED.
- Work with senior management to develop long-term competitive strategies for BED.
- Assure preparation of, and compliance with, all applicable operating and capital budgets.

- Maintain a communicative and cooperative liaison between BED and its customers, other City Departments, City, State and Federal leaders, utilities, regulators and others, as appropriate, relative to matters of mutual interest and expertise.
- Promote and display a style of work that reflects excellent customer service and encourages working partnerships with all internal (employee) and external (ratepayer) customers.
- Oversee various BED filings with the PSB, provide testimony when appropriate.
- Develop and monitor programs to effectively manage BED's power procurement and strategic planning initiatives

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Masters degree in engineering, finance, business, or appropriate discipline, or the equivalent training and experience. At least eight years of utility power supply experience is required.
- Familiarity with general utility operation and a working knowledge of resource planning, contract negotiation and contract administration are necessary.
- Knowledge of ISO New England rules and procedures required.
- Experience with complex energy trading or financial commodity transactions required.
- Ability to interact with internal and external City Officials, Local, state and regulatory entities in a professional and courteous manner.
- Demonstrated knowledge of rate design and load forecasting principles preferred.
- Ability to process and handle large amounts of data efficiently and effectively, required.
- Occasional travel required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	within and between	<input type="checkbox"/> pounds
(red, green, amber)	warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input checked="" type="checkbox"/> driving(local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
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<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision

<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 3

Indirectly Supervises: 2

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head:

Barbara L. Grimes

Date:

7/14/10

Human Resources:

[Signature]

Date:

City of Burlington Job Description

Position Title: Manager of Generation

Department: Burlington Electric Department

Reports to: General Manager

Pay Grade: 9.5

Job Code: 843

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

The Manager of Generation shall be responsible for the overall strategic management and supervision of BED generating facilities including but not limited to the McNeil Station, and fuel procurement activities of the Burlington Electric Department ("BED"). The Manager of Generation will be responsible for providing high quality leadership, communication and supervision for these areas. In the absence of the General Manager, this position has the full authority to act on behalf of that position.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Manage the generating facilities and fuel procurement in accordance with current Public Service Board ("PSB") mandates, other State and Federal requirements and City Charter provisions.
- Directly supervise and evaluate management within the generating plants and fuel procurement department to ensure that their specific duties and responsibilities are being fulfilled in a prudent and professional manner.
- Responsible for evaluating, managing and operating future generation facilities BED owns or contracts with in the future.
- Responsible for planning, scheduling and implementing a variety of work to effectively and efficiently operate and manage the generating plants and fuel procurement activities within the confines of prudent utility practice and in accordance with applicable Vermont State law, City Charter provisions and rules and regulations as adopted by the Board of Electric Commissioners and the City Council
- Communicate with employees in an effective, timely manner.
- Develop and foster an environment that encourages cooperation among employees involved in different functions within BED.
- Work with senior management to develop long-term competitive strategies for BED.
- Assure preparation of, and compliance with, all applicable operating and capital budgets.
- Maintain a communicative and cooperative liaison between BED and its customers, other

City Departments, City, State and Federal leaders, utilities, regulators and others, as appropriate, relative to matters of mutual interest and expertise.

- Oversee RPS requirements in other States to maximize REC sales for McNeil and other generation owned by BED.
- Promote and display a style of work that reflects excellent customer service and encourages working partnerships with all internal (employee) and external (ratepayer) customers.
- Oversee various BED filings with the PSB, provide testimony when appropriate.
- Develop and monitor programs for an effective Green Marketing program for Burlington Electric Department.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Masters degree in engineering, finance, business, or appropriate discipline, or the equivalent training and experience. At least eight years of utility power plant management experience is required.
- Thorough familiarity with utility operations, power supply issues, ratemaking, and contract negotiations is necessary.
- Experience in a variety of generation technologies including biomass, wind and hydroelectric.
- Must possess demonstrated leadership and communication skills and an established record of motivating and empowering employees, coordinating self-managed teams and leading a customer focused organization in formulating innovative solutions to problems.
- Ability to work well with customers and elected/appointed officials in high public profile positions is essential.
- Must be experienced in developing and implementing strategic plans. Labor relations experience preferred.
- A current Professional Engineer's Registration in the State of Vermont is highly desirable.
- Ability to provide leadership and encourage innovation and creativity in creating an environment that results in motivated, creative employees who exhibit the ability and desire to function as part of a working team to accomplish common BED goals.
- Ability to ensure that BED will be able to meet the challenges of a competitive environment.

Physical & Mental/Reasoning Requirements; Work Environment:

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(red, green, amber)	warehouses/offices	<input type="checkbox"/> carrying (specify)

Manager of Generation

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Supervision:

Directly Supervises: 6

Indirectly Supervises: 33

Disclaimer:

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Approvals:

Department Head:

Barbara L. Grimes

Date:

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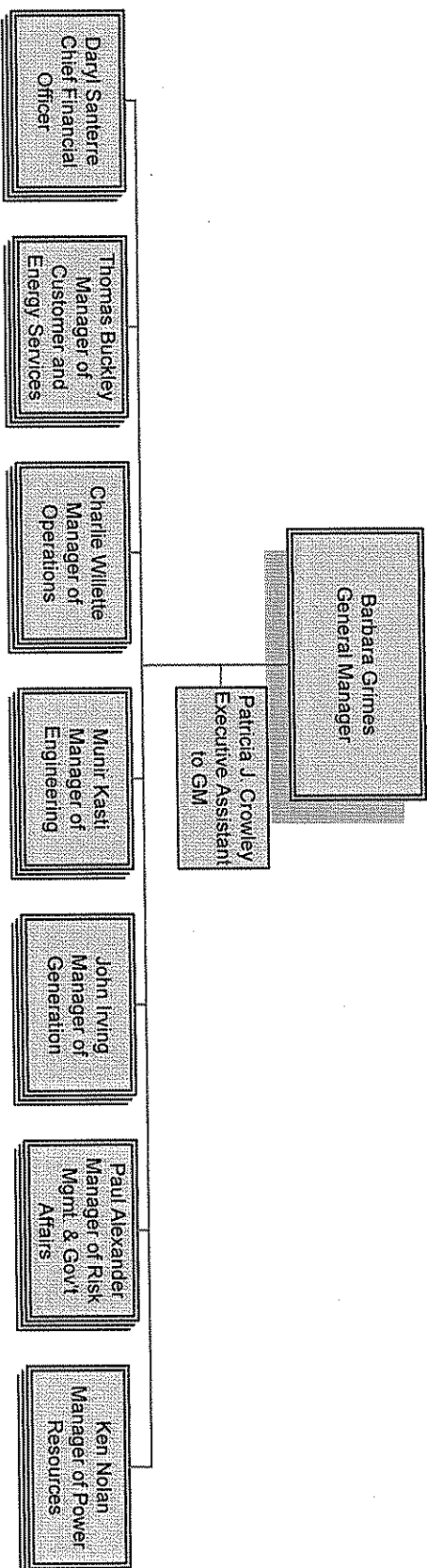
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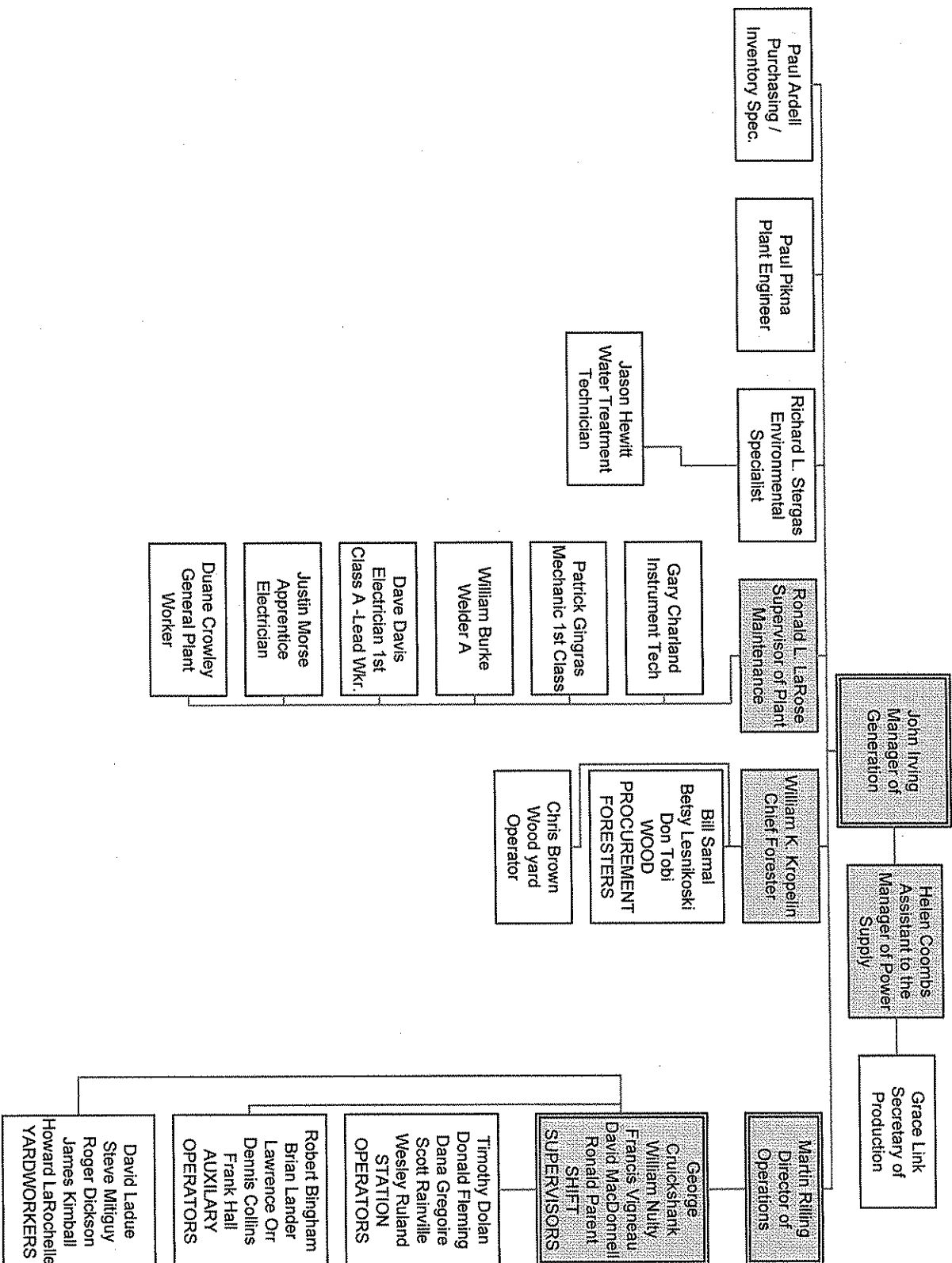
Burlington Electric Department

City of Burlington, Vermont
Organizational Chart
Dec 2010



Power Supply

Burlington Electric Department - McNeil Generating



Power Resources

Burlington Electric Department

